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UNITED STATES GOVERNMENT

2-Way Memo

Subject: New Building Technical Advisory Panel Meeting

To : Chief, New Building Planning Office
3E40 Headquarters

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INSTRUCTIONS

Use routing symbols whenever possible.

SENDER (Originator of message):

Use brief, informal language.

Conserve space.

Forward original and one copy.

RECEIVER (Replier to message):

Reply below the message, keep one copy, return one copy.

DATE OF MESSAGE

17 May 1985

ROUTING SYMBOL

TITLE OF ORIGINATOR

C/OS/TSD/SEB

FOLD _____ MESSAGE

Request you set a NBTAP meeting date for week of 27 May and notify all members. Subject matter will be:

1. Securing of raised floor panels; Ref memo to NBPO dated 26 Feb 85 and memo from NBPO to OS dated 7 Mar 85.
2. Security Grid Installation; Ref memos to NBPO dated 8 and 10 Feb 83.

Thanks

C/OS/TSD/SEB

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REPLY

DATE OF REPLY

ROUTING SYMBOL

SIGNATURE OF REPLIER

TITLE OF REPLIER

STATrom :
C/OS/TSD/SEB

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1. RETAINED BY ADDRESSEE

5027-107

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